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Association for the  
Advancement of Women  
Constitution and by-laws  
of the Association for the...  
Worcester

1882

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MASTER NEGATIVE #

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Box 197

# CONSTITUTION

AND

## BY-LAWS

OF THE

Association for the Advancement  
of Women.

"TRUTH, JUSTICE AND HONOR."

# CONSTITUTION

AND

## BY-LAWS

OF THE

Association for the Advancement  
of Women.

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WORCESTER:  
PRESS OF E. C. STONE, 47 MAIN STREET.  
1882.

Chs. of 13, 15, 17  
1877

A. A. W.  
CONSTITUTION.

ARTICLE I.

NAME.

This Association shall be known as the ASSOCIATION FOR THE  
ADVANCEMENT OF WOMEN. Its motto shall be TRUTH, JUSTICE and  
HONOR.

ARTICLE II.

OBJECT.

Its object shall be to consider and present practical methods for  
securing to Women higher intellectual, moral, and physical conditions,  
with a view to the improvement of all domestic and social relations.

ARTICLE III.

OFFICERS.

Its officers shall be a President, Vice Presidents (not more than  
one for any State), Secretary, Treasurer, two Auditors, and a Board  
of not less than nine nor more than twenty-five Directors, of which  
Board the other officers shall be, *ex-officio*, members. The Board of  
Directors, thus constituted, shall have entire charge of the business of  
the Association. These officers shall be elected by the Association  
at each Annual Congress, as provided for in the By-Laws.

ARTICLE IV.

ANNUAL CONGRESS.

The Association shall hold an Annual Congress, for the reading  
and discussion of appropriate papers, for the election of officers, and  
for the consideration of all matters that come within its sphere. None  
but members shall take part in such reading and discussion, unless  
by invitation of the Association or Board of Directors. The Congress  
shall be held at such place and time as may be selected by the Direc-  
tors in accordance with the By-Laws.

## CONSTITUTION.

## ARTICLE V.

## FINANCIAL YEAR AND DUES.

The financial year of the Association shall begin on October 1, and the dues then payable from each member shall be two dollars. Any member may become a life member by paying at one time the sum of thirty dollars.

## ARTICLE VI.

## MEMBERSHIP.

Any member may present, in writing, to the Board the name, with the post-office address, of any woman wishing to become a member; and the Board may, by a majority vote of the members present at any regular meeting, elect her to membership in the Association. The person thus elected shall be enrolled as a member when she has assented to the Constitution, and paid the annual fee. The Board, by a unanimous vote of those present, may elect honorary members.

## ARTICLE VII.

## PENALTY.

Any member of the Association may be expelled for cause by a unanimous vote of the Directors present at any regular meeting of the Board, when notice of such intended action has been formally given at a previous regular meeting of the Board, and opportunity for a hearing has been granted to the member in question.

## ARTICLE VIII.

## AMENDMENTS.

This Constitution may be amended at any Annual Congress by a two-thirds vote of the members present, provided the amendment proposed has been previously submitted in writing to the Board of Directors, and formal notice of the intended change has been given at the previous Annual Congress.

A. A. W.

## BY-LAWS.

## ARTICLE I.

## DUTIES OF OFFICERS.

SECTION 1. *President.* The President shall preside at all meetings of the Association and of the Board of Directors; shall call, through the Secretary, special meetings of the Board, whenever necessary, or at the written request of seven members of the Board, or of twenty-five members of the Association; in case of vacancies may appoint Chairman of standing committees; and shall perform other duties usually belonging to the office.

SECTION 2. *Vice-Presidents.* It shall be the duty of the Vice-Presidents, in the order named in their election, to perform the duties of the President, in case of her absence or disability. In case of the absence or disability of the President and Vice-Presidents, the members assembled may elect a President *pro tempore*.

They shall prepare brief reports to be presented at the annual business meeting of the Association, upon the intellectual, moral and industrial conditions and needs of the women of their State, or section.

SECTION 3. *Secretary.* The Secretary of the Association shall also be Secretary of the Board of Directors. She shall attend all meetings of the Association and of the Board; and shall keep a full and correct record of their proceedings. During the Congress she may appoint assistant Clerks, subject to the approval of the Board.

She shall send to each Director a proper notice of every meeting of the Board, and designate in said notice the topics which are to be specially considered at the meeting; make announcement of the time and place of holding the Annual Congress, at least two months before it is to convene, stating the Topics chosen for consideration thereat; apprise applicants for membership of their election, and transmit to them a copy of the Constitution and By-Laws; notify

members of a motion for their dismissal from the Association, and of the action of the Board thereon; apprise Committees of their appointment, and petitioners of the action taken on their requests.

She shall conduct the correspondence of the Association, and keep a file of all letters received, with memoranda of important points in letters sent. Her records and her correspondence carried on in the name of the Association shall be open, at all times, to the inspection of the Board, and subject to its order.

At the first Executive Session of each Congress she shall read the minutes of all sessions of the previous Congress, in their proper order; and shall present all communications intended for the Association in Congress assembled, and read the same unless otherwise ordered.

At meetings of the Board she shall call the roll, recording the names of members present; read the minutes of the previous meeting; present the correspondence carried on by her since the previous meeting, and read it if requested.

She shall enroll in a book kept for that purpose, the names and addresses of all members, as furnished by the Treasurer; shall provide for use at the Congress a list of the members, arranged according to the States in which they live; sign all tickets of membership; and make a written report of the past transactions and present condition of the Association, at the first Executive Session of the Congress.

The Secretary's duties embrace the preparation, and issuing of the annual printed Report of the Transactions of the Association, which shall include the Treasurer's Report, and a list of Officers and members, with their addresses; and also the issuing, but not the preparation, of the Letter of Invitation.

She shall take charge of all books, documents, and other property belonging to the Association, which is not the special property of any other officer; and may receive such compensation for her services as the Board from time to time may direct.

**SECTION 4. Treasurer.** It shall be the duty of the Treasurer to collect and receive all dues, assessments, and other moneys accruing to the Association; and to hold and use the same, subject to the order of the Board. She shall pay all bills, incurred by the Association, when approved either by the President, or the Chairman of any Committee authorized to contract them; shall keep a correct

account, in detail, of all moneys received and expended by her. She shall close her accounts with the Association annually, on September 30; and report, in writing, at the first Executive Session; and in print, in the annual Report of Transactions.

She shall send, during sessions of the Congress, daily papers containing reports thereof, to absent officers and members, at her discretion.

She shall send a printed ticket of membership, signed by the Secretary, and by herself as Treasurer, to every member; and shall keep a list of all members to whom these tickets have been sent. She shall give suitable bonds, if required to do so by the Board.

**SECTION 5. Auditors.** It shall be the duty of the Auditors to examine the accounts of the Treasurer annually, previous to the opening of the Congress; and to report thereon at the first Executive Session of the Congress.

**SECTION 6. Reports.** All the Annual Reports of officers shall be signed by their names, and shall be ready for the printer at the time of their presentation to the Congress; and, if accepted, they shall be delivered at once, after reading, to the Secretary, and by her transmitted, with other properties of the Association, to her successor in office.

**SECTION 7. Directors.** It shall be the duty of the Directors to conduct the affairs of the Association. Seven shall constitute a *quorum* of the Board. They shall vote upon the names of applicants offered since the previous meeting, considering each name by itself. They shall have power to fill vacancies in office; to elect honorary members; and, for special work may appoint Special Committees, whose duty it shall be to attend to the business assigned them, and to report upon the same to the Board. Such Committees may be composed in part of members of the Association who are not members of the Board, provided the Chairman shall be chosen from the Board.

## ARTICLE II.

### THE RIGHTS AND DUTIES OF MEMBERS.

Names for admission shall be presented to the Treasurer in writing, and she shall present them to the Board, who may vote on them as a whole, unless there is a call for consideration of names separately.

Every person elected to membership shall, on assenting to the Constitution and paying the fee, be entitled to receive a member's ticket, and shall be admitted to all the privileges of the Association to the close of the financial year.

Any member whose membership fees are not paid to date of meeting, shall forfeit the right to vote, and to nominate members. Three years' non-payment of fees shall forfeit membership.

Names for membership are not received at the second Conference.

### ARTICLE III.

#### MEETINGS OF THE ASSOCIATION.

**SECTION 1. *Time and Duration of Congress.*** The Annual Congress shall be held in the month of October. It shall continue for three days, and include three sessions each day, unless the Board of Directors shall otherwise decide.

These shall consist of six public sessions, upon the afternoons and evenings of the days, reserving the mornings for the business meetings of the Association.

An admission fee is charged at the evening sessions, the amount of which is left to the discretion of the Local Committee, in consultation with the President.

The programme of proceedings of public meetings is referred to the President, Secretary, and Committee on Topics and Papers.

**SECTION 2. *Annual Business Meeting.*** The Congress shall open with an Executive Session of the Association, at which the roll of members shall be called. The President shall then call for written reports of the work of the past year from the Secretary, Treasurer, and Auditors, which shall be read in order.

The Association shall then fix the time when it will hold, near the close of the Congress, another Executive Session, to elect officers for the ensuing year.

**SECTION 3. *Election of Officers.*** At the Executive Session appointed for the election of officers, the President shall call upon the Nominating Committee to report, and present a printed list of officers for the ensuing year. The election shall be by ballot. In case any person nominated be not elected, the Association may ballot till every office be filled for the ensuing year.

### ARTICLE IV.

#### MEETINGS OF THE BOARD.

**SECTION 1. *Conferences.*** The Directors shall hold, during the year, three Conferences; one as soon as possible after the election of officers, to complete all unfinished business connected with the sessions; to appoint a sub-Committee, which shall present at the Second Conference a list of subjects and names of writers, accompanied by a letter of invitation to the next Congress; a sub-committee of three, to present to the Second Conference, the names of seven ladies from different parts of the country who will serve as a Nominating Committee to report in print at Third Conference; and to decide the hour and place of holding the next Conference.

**SECTION 2.** A Second Conference shall be held at such time and place as the Board shall have determined. The Board shall then fix the place and time of holding the next Congress, and to the list furnished by the sub-committee shall add such topics and names as may be needed to complete a programme for all its sessions. They shall direct the Chairman of Committee on Topics and Papers to write to all members of the Association thus selected, inviting each to prepare a paper upon the subject assigned, and to forward a copy of the same at least one month before the opening of the Congress, to the Committee on Topics and Papers.

The Letter of Invitation, when approved by the Directors, shall be signed by the President and Secretary, and forwarded to each member of the Association, and to such other persons as the Board shall direct, together with a list of the Topics chosen.

It shall confirm the seven names presented by the sub-committee of the previous Conference as a Nominating Committee, who are empowered to fill vacancies by consultation with the President.

The Directors shall also appoint a Local Committee, with power to add to its numbers, of persons living in or near the place chosen for the Congress, whose duty it shall be to provide a hall for the sessions, entertainment for officers, speakers, etc., and (in conference with the Secretary) to advertise the sessions in newspapers and elsewhere.

**SECTION 3.** A Third Conference shall be held just before the Annual Session of the Association, to make final preparation for the



same; to receive the report of the Nominating Committee; and to elect proposed members to the privileges of the Association.

SECTION 4. *Special Sessions.* During the Congress the Board shall hold each morning a regular meeting for the transaction of business; and such meeting shall be adjourned previous to the opening of the regular morning session of the Congress. At other times, during the Congress, special meetings may be appointed by the President; but no meeting of the Board shall be held at an hour when the Congress itself is in session.

SECTION 5. *Order of Business.* The following shall be the Order of Business at all meetings of the Board, for which no special Order is provided in these By-Laws.

1. Calling the Roll.
2. Minutes of previous meeting.
3. Communications.
4. Reports of Committees.
5. Unfinished Business.
6. Miscellaneous Business, including the topics previously appointed for special consideration.

#### ARTICLE V.

##### NOTICES AND RECEIPTS.

All notices shall be considered as served when mailed, postage paid, to the place of residence last recorded upon the Secretary's books; and the evidence of the payment of money to the Association shall be the receipt of the Treasurer, or the entry of the amount upon her books.

#### ARTICLE VI.

##### STANDING COMMITTEES.

The Committee of Topics and Papers are instructed to provide but two Papers for each public session of the Congress; and the Chairman is authorized to refuse to receive any Paper not in her hands one month before the opening of the Congress.

They are expected to provide Topics and writers for one-half of these Papers, reporting the same at the Second Conference; and to offer at that time the six additional Topics and writers, subject to the approval of the Board.

The Committee of Publication are instructed, pending the election of a similar Committee, to hold the Papers read before the Congress, subject to the call of the writers, in order to have them convenient for printing, either in whole or in part, as said Committee shall determine.

They are instructed to prepare a list supplementary to the member's list, covering 100 copies for distribution of our documents as soon as printed; reserving also 50 copies of each for subsequent calls.

Standing Committees may be appointed at any meeting of the Board, to consider and report upon any matters connected with Science, Art, Literature, or Practical Work, that may come within the scope of the Association for investigation or action.

#### ARTICLE VII.

##### STATE ORGANIZATIONS.

The members resident in a State may invite such persons as they, in counsel, shall see fit to unite with them in forming a State organization of which the Vice-President for such State shall be Chairman. If there should be no resident Vice-President the members may choose their own Chairman. It shall be their duty to consider questions of importance to the Women of their State, and to report annually to the Association.

#### ARTICLE VIII.

##### AMENDMENTS.

These By-Laws may be amended by a majority vote of the Directors present at any regular meeting of the Board, notice of such intended action having been presented in writing at a previous meeting.

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**END OF  
TITLE**